



City of Costa Mesa Building Division

BUILDING PLAN REQUIREMENTS FOR NEW COMMERCIAL AND INDUSTRIAL BUILDINGS

Provide the following as part of the building permit application process: +

NEW COMMERCIAL

- 1 set Planning Dept.
- 2 sets Building Dept. (architectural/structural)
- 2 sets Electrical, Mechanical and Plumbing Plans
- 1 set and 3 additional site plans Engineering Dept.
- 1 site plan Transportation Dept.
- 1 set Sanitation District (architectural only)
- 1 set Water District (architectural only)
- 1 set Fire Dept.
- 2 sets calculations
- 2 sets Title 24 – energy calculations

COMMERCIAL INTERIOR TENANT IMPROVEMENT/ADDITION

- 1 set Planning Dept.
- 2 sets Building Dept. (architectural/structural)
- 2 sets Electrical, Mechanical and Plumbing Plans (if included in scope of work)
- 1 set and 3 additional site plans Engineering Dept. (do not include if value of job is under \$10,000.00 OR job is located at South Coast Plaza area)
- 1 site plan Transportation Dept. (do not include if value of job is under \$10,000.00 OR job is located at South Coast Plaza area)
- 1 set Sanitation District (if adding new plumbing fixtures/architectural only)
- 1 set Water District (if adding new plumbing fixtures/architectural only)
- 1 set Fire Dept (if site is high rise; occupancy is E, E, H, I, R-1, S, R; submittal includes monopole, co-location with generator or generator)
- 2 sets calculations (if applicable)
- 2 sets Title 24 – energy calculations (if applicable)

1. Complete Plan Submittal

- A. Drawings and reference documents required on minimum size 24" x 36" - architectural scale D for added/alterd area(s) and area(s) impacting them.

- 1. Plot plan
- 2. Grading and drainage (separate submittal)
- 3. Landscape plan
- 4. Architectural plan–
 - Floor plan
 - Roof plan
 - Exterior elevations
- 5. Structural–
 - Foundation plan
 - Floor framing plan
 - Ceiling framing plan
 - Roof framing plan
 - Truss information and calculations (If roof is a truss)
 - Cross sections (minimum of two)
 - Structural framing details
- 6. HVAC plan
- 7. Electrical plan
- 8. Plumbing plan

B. Calculations

1. Structural calculations
2. Energy calculations and forms (title 24)

C. Other documents

1. Soils report
2. Hazardous materials declaration
3. South Coast Air Quality notification (SCAQMD permit), if required
4. Inspection report per UBC-94, section 106.3.5, if required
5. Conditions of approval (verify with planning)
6. Special requirements (verify with planning)
7. Water quality and compliance with National Pollution Discharge elimination System, ordinance 97-20, if required.

2. Information To Be Included On Plans

A. Plot plan

1. Lot dimension
2. Building footprint with all projections and dimensions to property lines
3. North arrow and scale of drawings
4. Visible utilities to curb
5. Easement(s)
6. Parking layout and driveways, including accessible parking with layouts, signs and slopes
7. Centerline of street to ultimate property line (front, sides, and/or rear)
8. Dimensions between buildings
9. Loading areas-dimensions/screening
10. Setbacks
11. Names of all adjacent streets
12. Accessibility from public sidewalk to project entrance including signs, ramps and slopes

B. Landscape plan

1. Irrigation and planting schedule, quantities by type and size, and location of all materials on site
2. Accessory structures, walkways, decks, etc.

C. Architectural and structural plans

1. Foundation, structural floor and roof framing plans
2. Architectural floor plan(s) (seat plan for assembly occupancy)
3. Exterior elevations
4. Structural material specifications
5. Structural and architectural details (see F)
6. Truss configurations and locations (see G), if applicable
7. Typical cross section in each direction
8. Calculations and details for racks over 8 feet in height
9. Reflected ceiling plan

D. HVAC, plumbing and electrical plans

1. Location of plumbing fixtures, including gas line load sizing and layout and water heater location, single line schematic with pipe size calculations
2. Location of HVAC equipment, including duct location, size and layout and fire dampers
3. Food preparation establishments shall be evaluated to determine need for grease traps or interceptors, type I or II hoods, indirect special wastes, carbonator or cappuccino machine backflow devices, etc.
4. Electrical requirements (see attached sheets)

E. Energy requirements (Title-24)

1. Form ENV-1 printed on plans with all required signatures
2. Backup forms including heat loss calculations
3. List relevant mandatory features
4. List compliance method approach and climate zone

F. Access regulations (Title-24 accessibility requirements for handicapped persons)

1. Accessible path of travel from public transportation drop-off to facility
2. Access to, and within, all facilities regularly used by non-handicapped persons
3. Location of all accessible parking and path of travel from them to facility
4. Elevations, slopes, cross slopes and signs to all accessible facilities

G. Information

1. Wet ink signature on all documents by document preparer
2. Name, title, registration, wet ink stamp, address and phone number of all design professionals
3. Address of property and name, address and phone number of the property owner
4. Cover sheet information:
 - a. Applicable codes and editions
 - b. Description and type of work
 - c. Occupancy and type of construction
 - d. Gross area, by floor(s) and building height
 - e. Index of drawings
5. Scale for all drawings

H. Details

1. Windows: head, jam and sill
2. Exterior doors: head, jam and sill
3. Flashing: vertical junctures of materials
4. Footing, piers and grade beams (comply with flood zone requirements, if project falls into that area)
5. Post and girder intersections
6. Roof: eaves, overhangs, rakes and gables
7. Floor changes (i.e., wood to concrete)
8. Handrail(s) and guardrail(s) with support
9. Structural sections with details from foundation to roof
10. Details of all fire rated assemblies
11. Sections of fire rated corridors
12. Scale of all drawings

I. Prefab - provide items 1 or 2, if applicable

1. Submit the following:

- a. Roof framing plan with truss ID No. and manufacturer's name
- b. Detail of all truss splices, connections and plate sizes
- c. Show all trusses including gable bracing and bridging
- d. Review by individual responsible for design

2. Provide single line truss diagram with all vertical and lateral loads including bearing points shown with reference to framing plan

J. Pay all applicable plan check fees and building permit fees

K. Be prepared to verify payment of all other development fees required as part of the building permit issuance (verify with the planning department)

3. For questions call the Building Division at (714) 754-5273.

This may not be a complete list of all required submittals.

+ *These requirements are general and all items might not be needed in all cases.*